

State of California—Health and Human Services Agency  
**Department of Health Services**



**ARNOLD SCHWARZENEGGER**  
Governor

February 9, 2006

TO: RENEWING LOCAL INCENTIVE AWARD (LIA) APPLICANTS

SUBJECT: CALIFORNIA NUTRITION NETWORK FOR HEALTHY, ACTIVE  
FAMILIES (NETWORK) FUNDING APPLICATION PACKAGE  
CONTRACT RENEWAL INFORMATION FOR CONTRACT TERMS  
BEGINNING 2006/2007

Congratulations! Based on successful past performance, your organization has been selected to receive a **three-year** contract from the *Network* LIA Program. This is anticipated to benefit your organization by decreasing the annual workload of preparing and negotiating contract documents. It also will allow you to continue conducting activities into the second and third year of your contract without interruption. Needed changes to your State and/or Federal Match Budget (formerly referred to as Local and/or State Share Budgets) or Scope of Work (SOW) during the three-year period may be handled either through an informal budget adjustment, informal SOW change, or a formal contract amendment. Selection criteria will be used to determine whether budget increases will be allowed.

Following is a current timeline that includes the documents your organization is required to submit for your contract.

**Deadline Dates**

1. By **February 28, 2006:**
  - a) A **Letter of Qualification and Intent (LOQI)** (mandatory and non-binding). Only the anticipated amount for the 06/07 budget period is requested. Do not insert the total for the entire three-year budget period. The LOQI will be required at the beginning of each contract year to outline and re-certify your organization's proposed State Match (Local Share) contributions. The *Network* will send a reminder of this requirement at the beginning of each contract year funding cycle.

The LOQI must be mailed or faxed and followed with a hardcopy to Michele Jackson at the address stated on the form and postmarked on or before the stated deadline.

2. By **April 7, 2006**, submit an Application package that includes:
- a) An **Application Coversheet/Checklist Form**
  - b) **Budget Justification** for each budget period  
(i.e., 1<sup>st</sup> year: October 1, 2006 through September 30, 2007  
2<sup>nd</sup> year: October 1, 2007 through September 30, 2008  
3<sup>rd</sup> year: October 1, 2008 through September 30, 2009)
  - c) Contractor Information Form
  - d) A **Project Summary** covering the entire three-year period
  - e) Any Memo of Understandings (**MOUs**) or Letters of Agreement (**LOA**) with partnering agencies
  - f) Scope of Work (SOW)
  - g) Contractor Negotiation Availability Form
- (Compliance with deadlines will result in scheduling preference for the Applicant).*

These documents must be e-mailed to your assigned Contract Manager and Program Manager by the stated deadlines.

*Network* staff will review your application and work with your organization for any needed adjustments. Once this step is finalized, you will receive a letter to confirm the *Network's* intent to award and be assigned a new contract number. Please display the contract number on all subsequent documents and correspondence related to this contract.

#### **SCHOOL DISTRICTS ONLY AND PROJECTS WORKING WITH SCHOOLS:**

- **Shaping Health as Partners in Education (SHAPE) California Partner Data Form**
- **SHAPE California Letter of Commitment**

These documents require signatures; therefore, they must be mailed or faxed followed with a hardcopy to your assigned Contract Manager by the stated deadlines. Efforts in schools require coordination with University of California Cooperative Extension (UCCE) if UCCE is already conducting interventions there.

#### **Allowable and Unallowable Costs**

The Allowable and Unallowable Costs for FFY 2006 can be found on our website at <http://www.dhs.ca.gov/ps/cdic/cpns/network/FAP/Renewing.htm>. Refer to this document when completing your application. If there are changes in the *Food Stamp Nutrition Education Plan Guidance* for FFY 2007 that impact the Allowable and Unallowable Costs, the *Network* will update the website with a revised Allowable and Unallowable

Costs document. Note: You will be required to comply with the FFY 2007 USDA Guidance document once issued.

**LIA Collaboration and Partnering Guidelines**

This document is on the CPNS website for your review. The document contains a sample memo of understanding (MOU) that has been approved by USDA for your use.

**Contract Negotiations**

The *Network's* goal is to have a fully executed contract in place as close as possible to the contract start date of October 1, 2006, in order to give your organization the maximum time to expend contract funds. Contract negotiations are anticipated to take place from April 17 through June 1, 2006. Additional information will be supplied when negotiation dates have been determined.

We look forward to working with you in the coming year. For administrative/fiscal questions you may contact your assigned Contract Manager and for programmatic questions contact your assigned Program Manager.

Susan B. Foerster, M.P.H., R.D., Chief  
Cancer Prevention and Nutrition Section  
and  
Project Director, *Network*

Enclosures